

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
ASSOCIATE FISCAL/ADMINISTRATIVE OFFICER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates who are on the current exam list for Associate Fiscal/Administrative Officer

**Location:** Connecticut Valley Hospital ~ Administrative Support Services Division ~ Fiscal Services  
Middletown, CT

**Job Posting No:** CV-105601

**Hours:** Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours weekly

**Salary:** \$69,891 Annually

**Closing Date:** **August 6, 2013**

**Eligibility Requirement:**

Candidates must have applied for and passed the Associate Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties may include but not limited to:** Plans office work flow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains office procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and other officials regarding policies and procedures; prepares and analyzes complex financial statements and reports and budget requests; projects expenditures and assists in financial planning; maintains fiscal controls by authorizing non-routine expenditures; manages various phases of budget process; makes recommendations on policies and standards; oversees maintenance of accounting records; utilizes EDP systems for financial records, reports, and analyses; may oversee implementation and analysis of financial and administrative EDP applications; may oversee grant and contract administration; may perform complex purchasing tasks such as preparing specifications, soliciting bids and recommending contract awards; may oversee leasing functions including negotiating contracts and space requirements; may supervise support services such as stores, inventory, security, mailroom, food service or maintenance; may supervise human resources, payroll, purchasing and/or other fiscal and administrative functions; performs related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Doreen Clemson, Human Resources Associate  
Connecticut Valley Hospital  
P. O. Box 351, Middletown, CT 06457  
Fax : (860) 262-5055  
Email : Doreen.Clemson@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. P-5